

READVERTISEMENT

***Please note the Supplement is no longer a requirement and see changes to Training Assignment and Education/Experience sections.**

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

October 17, 2007

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TITLE:	Tobacco Prevention Program Epidemiologist
POSITION NO:	07201
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 7
STARTING SALARY:	\$36,693 - \$44,754 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, November 7, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume and transcripts are due at time of application. (Unofficial transcripts may be submitted with application, provided official transcripts are received by time of interview. Interviews will only be granted to applicants who submit official transcripts.)

TRAINING ASSIGNMENT: If there are not a sufficient number of qualified applicants, a training assignment may be offered. In order to be eligible for the training assignment, applicants must possess a Master's degree and experience in a work setting, internship or work study. If a training assignment is offered, the starting pay may be set at pay band 6 (\$33,460 - \$36,693) for the duration of the training assignment, not to exceed two years. Upon successful completion of the training assignment, the salary may be adjusted up to the market rate for pay band 7 (listed above) depending on qualifications and internal equity.

*NOTE: Non-US citizens must possess a valid work visa at the time of application.

TYPICAL DUTIES: This position is an Epidemiologist for the Tobacco Use Prevention section of the Chronic Disease Prevention and Health Promotion bureau in the Public Health & Safety Division. This position is responsible for analyzing surveillance data pertaining to tobacco use and attitudes, and chronic diseases; designing, coordinating, and managing special surveillance and/or evaluation procedures; evaluating surveillance systems to assess the quality and effectiveness of these systems; developing methodologies, instrumentation, and procedures for investigating and describing the determinants and distribution of disease and other health outcomes; research current literature and professional publications and review the practices of other states and nations; collaborating with program managers to ensure division evaluation/surveillance strategies are useful for overall program management and evaluation; developing, establishing and maintaining standards and guidelines for statewide public health data collection, analysis, and evaluation applications; developing and implementing systems and protocols for disease investigation and containment; providing direction and consultation on investigation of disease outbreaks; and performing a variety of complex statistical and epidemiologic analyses. This position also provides technical consultation and education to state and local health stakeholders in the development of surveillance systems; conducting detailed analysis of surveillance data to prepare reports and presentations; negotiating and monitoring contracts with public and private entities; providing ongoing monitoring of grant program compliance; and providing line supervision of technical support staff as assigned.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of concepts and theories of surveillance, epidemiology, statistics, and public health practice including biology and microbiology; basic medical terminology; community assessment; chronic, maternal and child health, and communicable disease prevention methods; strategic planning; state and federal funding requirements; statistical survey design and analysis; program evaluation methods and techniques; project management; agency policies, procedures, and guidelines; budgeting; supervision; contract administration; computers and database management including the use of statistical software; and presentation methods and techniques.

Skills: Skill in designing and conducting surveillance and epidemiologic studies and community assessments; determining demographic, medically relevant information and risk factor

data; interpreting and analyzing the significance of medical, health and other data; determining validity, reliability and applicability of health indicators; and the appropriate application of statistical procedures and applied surveillance and epidemiologic principles.

Abilities: Ability to provide timely and concise information to others verbally, nonverbally, and in writing; listen effectively, and actively seek constructive feedback; make difficult decisions; and use reason and logic to identify and solve problems.

EDUCATION/EXPERIENCE REQUIRED: Master's degree in epidemiology or statistics **OR** a Master's degree in public health with major course work in epidemiology from an accredited college or university **AND** two years of job-related work experience. Other equivalent combinations of education and experience will be considered. Experience in chronic disease epidemiology and the evaluation of public health programs is preferred; experience in tobacco programs is highly desirable.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts (may be unofficial) for any coursework at a college or technical school is due at time of application; **official** transcripts must be submitted prior to interview. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*); and
4. A resume is due at time of application.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.